SHELTON STATE COMMUNITY COLLEGE
Record Series. News Letter
File: EG-1-12-5
Date: 3-28-97

STAFF STUFF

SHELTON STATE COMMUNITY COLLEGE - SUPPORT STAFF MONTHLY

VOL. 2 NUMBER 2 FEBRUARY 10, 1992

COMMITTEE MEMBERS

Not all committee assignments are fun and games. Special recognition should go to the following employees for many hours of discussion over the difficult task of revising the college's Emergency Leave Policy.

These employees are, *Shirley Burroughs, Muriel Campbell, Lori Carver, Donna Dobbie, Betty Jennings, Jeanetta Hargrow, Kathy Lancaster, Jacquie McCoy, Yvonne Robinson, Randy Jarrell, Joan Kempster, and Mary Ann Pearson.*

EMERGENCY LEAVE POLICY REVISED

The college's Emergency Leave Policy that will affect all non-instructional personnel at the college was recently revised. You will soon receive a copy of this revised policy for your personnel handbook, which is effective immediately.

POLICY FOR EMERGENCY LEAVE

An Emergency is defined as:

A situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.

Employees under Salary Schedule A, B, C, E, and H are eligible for three emergency leave days a year, effective upon date of employment. Emergency leave will be granted at the president's discretion and can be expected under the following emergency situations. the employee has the option to use sick leave and/or emergency leave pertaining to the situations covered in items 1 and 2 below.

1. Death of an immediate family member of those under the care of the employee (spouse, children, parents, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, niece, nephew, grandchildren, grandparents, uncle and aunt.)
2. Emergency hospitalization of employee or an immediate family member or those under the care of the employee (spouse, children, parents, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, niece, nephew, grandchildren, grandparents, uncle and aunt.)
3. Vehicle accident in transit to/from workplace.
4. Vehicle malfunction in transit to/from workplace.
5. Catastrophic loss to major personal property (e.g. home damaged by fire.)
6. Weather conditions that prevent travel.

Emergency situations beyond those specified will be considered for approval by the president on an individual basis. Emergency leave requires a written statement from the employee and is not cumulative.

The following situations are not deemed to be emergencies and are not intended to be granted emergency leave status:

1. Elective/planned surgery
2. Attendance upon sick or injured pets
3. Funerals
4. Diagnostic testing
5. Planned dental surgery
6. Providing transportation for another individual

EMPLOYEE PROFILE: THE SHELTON STATE FAMILY

Ten years is a long time to be anyplace, but that is exactly how long **Jacquie McCoy** has been at Shelton State. Jacquie started out as the switchboard operator for the college, then worked on a course directory for transfer students and served as secretary to K-9 programs. She now serves as the Faculty Secretary for the Skyland Campus.

Jacquie has two daughters, **Marla** 19 and **Shannon** 17. Her life away from the office includes operating a boarding barn for 8 horses and raising two horses of her own.

The thing Jacquie enjoys most about Shelton State is "the people she works with." We are glad that when she is not horsing around in her spare time she is a part of the Shelton State Family.

CAMPUS SECURITY ACT: RIGHT TO KNOW

Last November the Student Right to Know, Campus Security Act was signed into law. This law requires colleges and universities to make public, security records regarding campus crime data. Colleges are now required to keep detailed information related to all campus crimes, and make these statistics available to the student body. Should you become involved in or aware of crimes at Shelton State, please contact the security department.

NEW SWITCHBOARD OPERATOR

Mr. Preston Harrison is the college's new night switchboard operator. Preston, a student at Shelton State replaces Kelly Christian, who now works in the President's office.

RECYCLING PAPER

Recycling materials has become a movement of the 90's. In an effort to do their part, the Library has implemented a paper recycling program. Congratulations to the Library staff for initiating this effort!

GOOD LUCK STACY

Stacy Hyche, Accounts Payable Clerk, in the Business office has resigned to attend the University of Alabama as a full time student. Best wishes to Stacy as she continues her education. Thanks for your hard work and pleasant personality.

NO PROBLEMS

In last months issue of "Staff Stuff" there was a call for recommendations to improve communications within the college. There were no suggestions made, which indicated there must be no communication problems!

In response to this, one employee was overheard saying "I told you we didn't have a communication problem, but no one listened."

VISITING OUR NEW CAMPUS

If you are on the "New Campus Planning Committee", please plan to attend a most important meeting on Friday, February 14th. This committee will meet briefly with Dr. Umphrey and then board the athletic bus for a tour of our new campus property. On the return trip, we will stop by Hillcrest High School for a walking tour of their new campus. We should return by 11:30am.

The meeting begins at 9:00am at the Morrison Industrial Training Center.

ON GEESE AND FRIENDS

When you see geese flying in a "V" formation, you might be interested in knowing what facts scientists have discovered about why they fly that way.

1. Fact: As each bird flaps its wings, it creates and uplift for the bird immediately following. By flying in a "V" formation, the whole flock add at least 71% greater flying range than if each bird flow on its own.

Truth: People who share a common direction and sense of community can get where they are going quicker and easier because they are traveling on the trust of one another.

2. Fact: Whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to go it alone and quickly gets back into formation to take advantage of the lifting power of the bird immediately in front.

Truth: There is strength and power and safety in numbers when traveling in the same direction with those with whom we share a common goal.

3. Fact: When the lead goose gets tired, he rotates back in the wing and another goose flies point.

Truth: It pays to take turns doing hard work.

4. Fact: The geese honk from behind to encourage those up front to keep on their speed.

Truth: We all need to be remembered with active support and praise.

5. Fact: When a goose gets sick or is wounded and falls out, two geese fall out of formation and follow him down to help and protect him. They stay with him until the crisis resolves, and then they launch out on their own or with another formation to catch up with their group.

Truth: We must stand by each other in times of need.

THE GAME

A team comprised of faculty members has challenged an administrative team to a friendly game of basketball. The game will be played during half-time of the Shelton State vs. Lawson State game on Saturday night, February 22nd.

Plan to attend Shelton State's regular game and then pull for the faculty or administrative team during this heated contest. More information will be available soon on THE GAME!

The faculty team is made up of, Steve "Duck" Fair, Ronnie "Sissy" Guy, Rick "The Brick" Shelton, Bill "Exlax" Hogue, and Paul "Air Ball" Looney.

The administrative team is made up of, Tom "Bomber" Umphrey, Arthur "Sweetness" Howington, Humphrey "Big Gun" Lee, Jim "Windex" Purcell, and Rick "Wham Bam" Rogers.

Because of a few snide remarks by the cocky faculty team, this game is fast becoming a grudge match. Says Rick "The Brick" Shelton, "we're gonna mashem and bashem and bring them to their knees." To which, Rick "Wham Bam" Rogers responded, "I see this as an opportunity to make new friends and influence people in a positive way." When asked how he got his nickname, "Exlax" Bill Hogue responded, "because I've got so many moves!"

It will be a great game! See you there.

DOS AND DON'T

DON'T downplay your accomplishments. You deserve your success - don't be embarrassed by it. To pretend your advancement was due simply to luck will keep envy alive and mark you as a phony.

DO maintain your composure. Let snide remarks roll off your back, or you'll only encourage further harassment. Be patient with offenders and the petty sniping will stop sooner.

DON'T abuse your newfound powers. Don't take advantage of your new authority to get back at anyone. If you flaunt your status, you'll further alienate the people your work with.